

7.5: IAFN ANNUAL CONFERENCE ABSTRACT REVIEW AND SELECTION

Policy #: 7.5

Original Policy Number: N/A

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Approved: 01-13, 01-17

PURPOSE

The purpose of this policy is to outline the conference abstract peer review process.

POLICY

All voluntarily submitted conference abstracts will undergo a standardized peer review process; there is no limit to the number of abstracts that can be submitted by a single author each year.

PROCESS

The process for review and selection of IAFN Annual Conference abstracts is as follows:

1. Only abstracts that are complete will be considered.
2. Completed abstracts will be reviewed and evaluated by at least three peer reviewers matched to the author(s) on content expertise.
3. Abstracts are assigned to peer reviewers by the Planning Committee Chair. Planning Committee members are to serve as abstract reviewers in addition to IAFN members solicited to volunteer for this specific purpose.
4. A timeline of project milestones and deadlines is established by the IAFN Meeting Planner, reflective of the conference date, print schedules and other related deadlines.
5. An abstract cut-off score is pre-determined by the IAFN Meeting Planner and Planning Chair based on the available number of meeting time slots, average of reviewers' scores based on the utilization of a standardized scoring tool, and a fair representation among tracks. Scores above the pre-determined criteria for acceptance do not guarantee abstract selection.
6. Utilizing the standardized scoring method, abstracts initially undergo a blind review.
7. Once the top scoring abstracts have been identified, a final, un-blinded review by the Event Planner, Education Director and Planning Chair will occur.

8. Upon acceptance, authors will be notified via email.